DOCUMENT RESUME

ED 338 241 IR 053 730

AUTHOR Mongeau, Deborah; Stringer-Hye, Richard
TITLE Planning a New Map Room for the University of Rhode Island Library.
INSTITUTION Rhode Island Univ., Providence.
PUB DATE 91
NOTE 37p.
PUB TYPE Reports - Descriptive (141)

EDRS PRICE MF01/PC02 Plus Postage.
DESCRIPTORS College Libraries; *Facility Improvement; Higher Education; Library Collection Development; Library Development; Library Equipment; *Library Facilities; *Library Planning; *Library Technical Processes; *Maps
IDENTIFIERS *University of Rhode Island

ABSTRACT

This report describes the planning and design process for the University of Rhode Island Library's new map room, which was undertaken as part of a library expansion and renovation program. The first of the report's three major sections describes how equipment was selected for the map room and discusses the advantages and disadvantages of three types of equipment configurations and the cost estimates provided by various equipment suppliers; the suppliers' addresses and telephone numbers are included. The second section documents how the library's collection development policy fulfills the library's mission statement and responsibilities. It is noted that the collection development policy is inclusive of the following elements: the library's map user priorities; geographic priorities; subject and language considerations; formats; selection criteria; weeding; cooperative agreements; and other special considerations. The third section consists of the office manual of procedures for the processing and filing of maps. Several examples of maps processing are appended. (22 references) (MAB)

**********
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
**********

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

ED388241

# PLANNING A NEW MAP ROOM

# FOR THE

# UNIVERSITY OF RHODE ISLAND LIBRARY

Deborah Mongeau
Government Publications Librarian

Richard Stringer-Hye
Research Assistant

University Library
University of Rhode Island
Kingston, RI 02881-0803

120537730

July, 1991

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY
Deborah Mongeau

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."



BEST COPY AVAILABLE

TABLE OF CONTENTS


| | |
|---|---|
| Introduction | 1 |
| Equipment Selection | 3 |
| Collection Development Policy | 13 |
| Office Manual of Procedures | 20 |
| Reference Sources | 32 |

# PLANNING A NEW MAP ROOM FOR THE UNIVERSITY OF RHODE ISLAND LIBRARY

## INTRODUCTION

The University of Rhode Island Library provides the research needs of the University, a state supported institution with Land Grant status. The library's collection, in keeping with the curriculum, emphasizes resource development, engineering and the physical sciences. The University Library is a Federal Depository Library and a map depository library for the Defense Mapping Agency and the United States Geological Survey. The government publications collection is housed as a separate collection and is supervised by the Government Publications Office. However, because of a lack of facilities, responsibility for the map collection of approximately 13,000 topographical, hydrological and aeronautical maps was given to the Special Collections Department. Since the Special Collections Department's primary responsibility is rare books and archives, the maps were given a low priority. Storage was in a locked room located away from the rest of the department and accessible only during the limited hours that the Special Collections Department was open. Some of the maps were housed in map cases but when the cases became filled, the overflow was stored in their original shipping tubes. Support equipment consisted of one light table. There were no reading tables or chairs.

In 1990, the Library embarked on an expansion and renovation program. During the planning stages for the renovation, architectural limitations mandated that the map room be moved from the Special Collections Department to the Government Publications Area. At this time it was decided that supervisory responsibility for the map collection would be transferred from Special Collections to Government Publications when the renovation was

complete. This move would also be in keeping with changes on the national level as the formerly autonomous map depository programs were now being conducted by the Government Printing Office's depository program.

The new map room will be located next to the Government Publications service desk on the main floor directly off the lobby. The wall facing the lobby of the 850 square foot room will be partial glass. The room will be serviced by the Government Publications Office during daytime hours and by Reference during evenings and weekends.

Such an arrangement will heighten the visibility and accessibility of the map collection. A dramatic increase in usage is expected when the collection is installed in its new location. However, the collection in its present condition is not usable. The existing equipment is inadequate to store the current and projected collection. There is no framework in place to make the collection responsive to current and future user needs. Processing of maps must be merged efficiently into the existing procedures of the Government Publications office. Housing and accessibility of the map collection must follow the rules and guidelines of the Federal Depository Library Program.

Since the actual transfer of the collection would not take place until the renovation was complete, the Government Publications Office, with assistance from a student of the University's Graduate School of Library and Information Studies, set about creating documents that would facilitate the transfer of the collection.

The following documents were created in order to facilitate the transfer of the collection, to provide a framework for the overall maintenance of the collection, and to provide for the day to day supervision of the collection.

Equipment Report. Equipment needs for the existing collection and for projected expansion to the year 2006 were assessed so that the necessary equipment could be purchased under the renovation budget.

Collection Development Policy. The existing section in the Library collection development policy on maps was inadequate. A detailed policy was created that would set up the framework for the focus of the collection and ensure that future user needs are taken into account.

Office Procedures Manual. Procedures for the daily operation and maintenance of the collection need to be in place before the transfer of the collection. The procedures need to take into account existing office procedures and G.P.O. rules and guidelines for processing and housing maps.

These documents were created in advance of the transfer of the collection and will serve as a basis for future revisions.

## EQUIPMENT SELECTION

A thorough research of the relevant literature with regard to the storing of cartographic materials was done prior to making the equipment recommendation for the University Library Map Room. Three equipment configurations were considered for the map room based on the University Library's existing equipment and on the two common methods used for map filing and storage--horizontal storage and vertical storage. The three configurations were:

1. Use of horizontal storage cases only.
2. Use of vertical storage cases only.
3. Use of a combination of the existing equipment and horizontal cases only.

It was necessary to weigh the advantages and disadvantages of each of the three configurations in order to make an informed recommendation for selecting map room equipment. As many sources as could be found on each kind of storage method were consulted. Below are the results of that search.

Any choice of filing equipment should depend on attention to all of the following factors:

1. Types of maps to be stored.
2 Place of storage.
3. Amount of available wall and floor space.
4. Desired degree of user access to maps.
5. The collection's overall objective.
6. The way in which the collection is serviced.
7. The collection's present size and future expansion.
8. Relative costs of equipment.
9. Availability of equipment.
10. Frequency of use of the collection.

Horizontal Storage Cases (Also known as flat files)

History has shown that horizontal storage cases are by far the most popular method of storing maps, whether made from wood or steel. Usually horizontal cases are manufactured in three sizes; small, medium and large, with five shallow drawers (2-3") in each case, and a 6" base which allows easier access to the drawers.

In the better quality cases the drawers slide on ball bearings and there is a locking mechanism which prevents the drawer from being pulled all the way out. Either fabric dust covers or a metal hood is included in each drawer to compress the maps and prevent catching when the drawer is pulled out.

The primary advantage to using horizontal cases is that they can be stacked as high as the librarian can climb or the weight of the floor can withstand. In times when library space is at a premium this advantage can be very important. Although horizontal cases can be stacked quite high it is generally considered preferable to stack them no more than 2 or 3 cases high (51"), so that the map user is allowed a convenient consultation space on top of the cases.

In terms of capacity for storage, each 5 drawer case can hold 1000 maps (200/drawer) when the maps are used infrequently. For maps used often, 500 maps per case is considered best. For maps that are used often, but not actively, 750 maps per case is the rule. For the purpose of this study it was assumed that most of the maps would fall into this category; so, for all calculations of map capacity, the 750 per 5 drawer case figure, or 150 maps per drawer figure has been used.

Other notable advantages of horizontal cases are as follows:

1. They seem to offer the best overall protection for the maps versus other kinds of storage methods.
2. They offer the most convenient accessibility to the maps, though some users dispute this claim.
3. They certainly offer the greatest ease of expansion, as it possible to stack them to the ceiling if necessary.

The majority of map libraries use horizontal cases for the bulk of their cartographic storage needs. Therefore it is difficult to find many published accounts which list the disadvantages of the horizontal filing method. Vertical file users exhibit more of a love/hate relationship with their systems than do horizontal system users. However, everyone seems to agree that horizontal filing works well in most situations.

Conversely, most map librarians are not prepared to make the same statement with regard to vertical files.

Vertical Filing Cases

In vertical filing cases the maps are filed in folders or clamped together in binders suspended from racks at the side. Vertical map filing systems do have some advantages over horizontal systems but it seems these advantages do not carry enough weight to tip the balance in the favor of vertical files in most map storage situations.

The main advantages are these:

1. Vertical files take about half the floor space necessary to store the same number of maps as do horizontal cases.
2. It is possible to co-mingle different sizes of maps in the same file using vertical files.
3. Vertical files can be an excellent way to utilize narrow spaces in the map room or library.
4. Many vertical filing systems can be purchased with casters for ease of mobility whereas horizontal cases are often stationary.
5. Vertical files can allow for easier browsing of the maps in a case, and the problem of the map desired always being on the bottom of the pile is avoided.

Disadvantages associated with vertical cases.

1. Vertical files tend to be more expensive than horizontal cases.
2. Vertical files can not be stacked for expansion of capacity.
3. With most vertical cases the tops of the files cannot be utilized as consultation space which is one of the most convenient attributes of horizontal cases.
4. Vertical cases may not be as dust proof as horizontal cases.
5. Odd size maps may have a tendency to be damaged in a vertical filing situation.

Although vertical storage is a newer method of handling maps, it is still generally considered less satisfactory than horizontal storage for the reasons outlined above. Therefore, it seems the best equipment configuration for the new map room would be a combination of the existing equipment (horizontal and vertical cases) with horizontal cases used exclusively thereafter for all cartographic storage needs.

The purpose of this part of the study was to analyze the kinds and costs of equipment that would be necessary to store and make accessible the maps that are to be housed in the Map Room of the University Library, projected until the year 2006 A.D. To do this it was necessary to analyze first the number of existing maps and the equipment in which they are stored.

It was estimated that presently there exists 13,000 maps at the University Library. At an acquisition rate of 1,000 maps per year from 1991-2006, an additional 15,000 maps would be acquired by 2006,for a total of 28,000 maps. This was the projected total figure for maps to be stored in the Map Room by the year 2006. It is upon this figure that the calculations for equipment were based.

Existing Equipment

| | |
|---|---|
| 2 five-drawer horizontal cases (medium size) -- | 47" x 34.5" x 16.5" |
| 1 6" base for medium horizontal cases | |
| 5 vertical files -- | 16" x 39" x 54" |
| 1 large vertical file -- | 36.5" x 46" x 64" |
| 1 light table -- | 39" x 60" x 38" |

Current Storage Capacity

| | |
|---|---|
| Total maps currently held -- | 13,000 maps |
| In 2 horizontal files @ 750 maps/case -- | 1,500 maps |
| In 5 vertical files @ 1200 maps/case -- | 6,000 maps |
| In a large vertical file @ 1200 -- | 1,200 maps |
| Total existing capacity -- | 8,700 maps |
| Total maps currently not filed -- | 4,300 maps |

| | |
|---|---|
| Projected map capacity in 2006 -- | 28,000 maps |
| Total existing capacity in 1991 -- | 8,700 maps |
| Number of maps that require storage -- | 19,300 maps |

Assuming that one wanted to store these 19,300 maps in medium size horizontal files, it is estimated that an additional 26 five-drawer files would be needed. Assuming that one was going to stack the files 2-high, 13 medium bases would also be needed. These calculations and assumptions form the basis of the cost estimates outlined below.

For the purpose of projecting equipment costs for the map room, two grades of equipment quality were used. Highest grade refers to a grade of equipment that would be the most

desirable for the map room whereas the medium grade refers to an acceptable grade of equipment. The grade that will eventually be purchased is naturally dependent on library budget allotments.

The first cost estimate utilizes the existing equipment and horizontal filing cases only.

Cost estimates:

| Equipment | Highest Grade | Medium Grade |
|---|---|---|
| 26 Horizontal Files | $17,810/Gaylord | $13,919/Highsmith |
| 13 Bases (medium) | $ 1,547/Gaylord | $ 1,157/BroDart |
| 2 Reading Tables (36"x72") | $ 1,820/Gaylord (Radius 2000) | $ 998/BroDart |
| Filing Cabinets-Letter size | $ 225/Gaylord | $ 212/Highsmith (Vanguard) |
| Legal | $ 260/Gaylord | $ 229/BroDart |
| TOTALS | $21,662 | $16,515 |

The next cost estimate assumes a use of vertical files only, in addition to the existing equipment. At a capacity of 1200 maps/vertical file, and the necessity of storing the existing 4300 unfiled maps plus the projected 15,000 maps, would require approximately 16 vertical files, 16 x 1200 = 19,200. Below are the cost estimates for a configuration employing the existing equipment and vertical files only. Using figures for Plan Hold 36CM1-36 files which are the same as the existing vertical files.

Existing equipment and vertical files only.

Cost Estimates:

| Equipment | Highest Grade | Medium Grade |
|---|---|---|
| 16 Plan Hold Files @ $804 each | $12,864 | $12,864 |
| 2 Reading Tables | $ 1,820/Gaylord | $ 998/BroDart |
| 1 Letter File | $ 225/Gaylord | $ 212/Highsmith |
| 1 Legal File | $ 260/Gaylord | $ 229/BroDart |
| TOTALS | $15,169 | $14,303 |

Assuming one wanted to use the existing equipment and a combination of vertical and horizontal files. Maps which will need storage by 2006 = 19,300. Using 1/2 vertical files = 9600 maps. This would require purchasing 8 vertical files at 1200 maps/file. Using 1/2 horizontal files = 9750 maps. This would require purchasing 13 additional horizontal files at 750 maps/file. Below are the cost estimates for this configuration.

Existing equipment and a combination of horizontal and vertical files.

Cost Estimates:

| Equipment | Highest Grade | Medium Grade |
|---|---|---|
| 8 Vertical Files Plan Hold @$804 | $6,432 | $6,432 |
| 13 Horizontal Files (medium) | $8,905/Gaylord | $6,960/Highsmith |
| 7 Bases | $ 833/Gaylord | $ 623/BroDart |
| 2 Reading Tables | $1,820/Gaylord | $ 212/Vanguard |
| Legal File | $ 260/Gaylord | $ 229/BroDart |
| TOTALS | $18,475 | $15,454 |

Other Equipment

There may be other equipment which may be of use in the operation of the map room. The University Library owns a light table presently, so that is one essential piece of equipment that will not have to be purchased. Drafting tables are also mentioned in the literature as useful features in any map room although the light table may serve the same function.

Another piece of equipment that librarians find handy in a map room is a map truck. These trucks are the same style as conventional book trucks but have a flat top, approximately 2½ x 5 feet in size and are about waist high. In most cases these trucks must be ordered specially. There should be two or three shelves for sorting or storing maps on the truck. The selves should be far enough apart to enable the maps to be inserted or taken out easily. The wheels of the truck should have swivel ball bearing casters to make for easy maneuvering.

Other features considered useful in a map room are standard library shelves for storing reference materials related to maps and oversize shelves for the storage of any chosen atlases. Display areas for maps should definitely be provided since displays attract viewers and users to he map collection. Finally, the existence of a sink near the work area for the maps is considered a nice feature which leads to better overall preservation of the cartographic materials.

Abbreviations used: BD = BroDart Company, HS = Highsmith, Vang. = Vanguard--a Gaylord model. (See list of equipment suppliers for addresses, model nos. etc.)

Equipment Suppliers

BroDart Company
P.O. Box 3037
1609 Memorial Avenue
Wiliamsport, PA 17705
1-800-233-8959

The Highsmith Company, Inc.
W5527 Highway 106
P.O. Box 800
Fort Atkinson, WI 53538-0800
1-800-558-2110

DEMCO, Inc.
P.O. Box 7488
Madison, WI 53707
or
P.O. Box 7767
Fresno, CA 93747

University Products, Inc.
P.O. Box 101
517 Main Street
Holyoke, MA 01041-0101
1-800-628-1912

Gaylord
Box 4901
Syracuse, NY 13221
or
Box 60659
Los Angeles, CA 90060-0659
1-800-448-6160

Plan Hold
17421 Von Karman Avenue
Irving, CA 92714-6293
1-800-854-6868

## COLLECTION DEVELOPMENT POLICY

### I. MISSION

As stated in the Selection Policy of the University Library, the University of Rhode Island has three main objectives and responsibilities with regard to its community and patrons. These responsibilities would naturally follow for the Map Room as well.

1. To provide the opportunity for education at the undergraduate, graduate and post-graduate levels.
2. To conduct research and engage in other scholarly and creative activities.
3. To serve the people of the State of Rhode Island by making knowledge and expertise available to individuals, other educational organizations, business, industry and government.

The Library, including the Map Room, select, acquire, organize, describe, and provide access to recorded knowledge. This knowledge is made available to the above patron groups through the acquisition, cataloging and reference service of the Library personnel.

### II. RESPONSIBILITIES

The University Library is a depository for United States Government Publications, therefore, the administration of the Map Room shall be the responsibility of the Government Publications Office and shall be conducted in accordance with the Instructions to Depository Libraries and the Federal Depository Library Manual. Direct supervision of the map collection will be conducted by the Government Publications Office. In cases of conflict between this policy and those of the depository library program, the above cited sources shall take precedence.

## III. MAP USER PRIORITIES FOR SECTION

To fulfill its mission, the Map Room will carefully select materials for inclusion in its collection which:

1. Meet the immediate needs of he University's educational, scholarly, and research programs.
2. Contribute to the general education of students and provide basic collections in fields without major programmatic emphasis.
3. Meet he needs of the state and its citizens, which are appropriate and unavailable elsewhere in the state.

However, special emphasis will be given to collecting cartographic materials in specific subject areas in support of the curriculum of the University.

CURRICULUM SUBJECT AREAS OF EMPHASIS

Geology, Geography, and Oceanography (See Appendix A for detailed listing and for updates).

## IV. GEOGRAPHIC PRIORITIES

1. WASHINGTON COUNTY, RHODE ISLAND.
   Will collect exhaustively all scales and subjects available.
2. RHODE ISLAND STATE
   Will collect exhaustively all scales and subjects available.
3. NEW ENGLAND U.S.
   Will collect extensively in scale and subject.

4. EASTERN / ATLANTIC U.S.

Will collect in depth as required.

5. UNITED STATES

Will collect in general support as required. Thematic maps of the U.S.; sectional maps, base maps and topographic maps of states East of the Mississippi as required.

6 FOREIGN AND WORLD

Will collect in general support as required.

7. OCEANIC

Will collect in general support as required; except for oceanic maps of the Eastern U.S. which will be collected in depth. Other oceanic maps will be stored at the Pell Marine Science Library at the Graduate School of Oceanography.

A. Scale

Every effort will be made to select the maps in the scale most appropriate to the level of priority. If unable to collect a particular scale the next larger scale will be selected.

Common scales are:

| | |
|---|---|
| 1:2,500 | 1:62,500 |
| 1:9,000 | 1:100,000 |
| 1:25,000 | 1:250,000 |
| 1:50,000 | 1:1,000,000 |

B. Definitions

(See Appendix B for definitions of depth of coverage; i.e., exhaustive, extensive, general support, etc.)

## V. SUBJECT AND LANGUAGE CONSIDERATIONS

1. LANGUAGE

   Maps will be collected in English or in a foreign language if issued by a U.S. government agency.

2. CHRONOLOGICAL

   Major emphasis is placed on current series maps and maps reflecting recent history, for the most part maps of the 20th century after World War II. Pre World War II maps and special maps of historical value will be stored in the Special Collections Department.

3. SIZE

   Emphasis will be placed on maps that fit in standard map cases when unfolded.

## VI. FORMATS

1. TYPES OF FORMATS COLLECTED

   All formats of maps including road maps, general maps, thematic maps, topographic maps, political maps, hydrological maps and geological maps will be collected.

   Nautical and bathymetric charts will also be collected but stored at the Pell Marine Science Library.

2. MATERIALS EMPHASIZED

   Emphasis will be placed on collecting maps and materials in the formats described above providing they have been issued by U.S. Government agencies or the Government Printing Office.

3. MATERIALS EXCLUDED

   Cartographic materials excluded from the collection will include atlases, globes, remote sensing images, serial photographs, and maps of historical value, unless otherwise stated.

4. REFERENCE MATERIALS

Will not be shelved in the Map Room. Cartographic reference materials will be shelved with the main collection, except for accession lists and shelf lists which directly access the map collection.

## VII. SELECTION CRITERIA

1. VISIBILITY

Emphasis will be placed on selecting maps which exhibit clear and clean lines.

2. AMOUNT AND CLARITY OF DETAIL

Maps will be selected which have enough detail to enlighten the user without being confusing or overly busy.

3. COLOR

The map colors should be clear and strong but not distracting.

4. DURABILITY

Maps should be able to withstand regular library use and, if possible, should be made of acid-free alkaline paper.

5. ACCURACY

Maps should be as current as possible with a high level of accuracy.

## VIII. WEEDING

Government publications, including maps, received through the depository program, are not the property of the receiving library. Therefore weeding and disposal of U.S. government maps shall be done in full accordance with Federal Depository Library procedures.

## IX. COOPERATIVE AGREEMENTS

1. FORMAL AGREEMENTS

   At this time the University Library has no formal agreements with other institutions with regard to its cartographic materials.

2. INFORMAL AGREEMENTS

   The Map Room shall make every effort to cooperate with the cartographic holdings and resources of other academic and research institutions in the state.

## X. SPECIAL CONSIDERATIONS

1. SUBJECT AREAS OF EXCELLENCE

   Emphasis shall be placed on developing a map collection of Rhode Island materials and materials that support the University's curriculum.

2. LEGAL FORMATS IMPACTING FORMAT

   Since the Map Room is a depository for U.S. Government cartographic publications, the map collection falls under the standard laws and regulations of the Federal Depository Library Program. (See Federal Depository Library Manual--Section 7.)

3. ARCHIVES AND SPECIAL COLLECTIONS

   Any maps of archival or historical value, or those maps vulnerable to theft or mutilation will be stored in the Special Collections Department.

4. EXCHANGE OR GIFT PROGRAMS

   At this time there are no exchange programs for maps in place. Gifts of maps shall be subject to the same policy as the rest of the collection. (See URI Selection Policy, page 10.)

5. CIRCULATION RESTRICTIONS

   Maps will not circulate, except for limited periods for the purpose of photocopying. Any special arrangements shall be made directly with the Government Publications Librarian.

## APPENDIX A

CURRICULUM SUBJECT AREAS OF EMPHASIS

Aquaculture Science and Pathology

Civil and Environmental Engineering

Community Planning

Fisheries Science and Technology

Geology

Landscape Architecture

Marine Affairs

Natural Resources Science

Ocean Engineering

Oceanography

Plant Science and Pathology

Resource Economics

## APPENDIX B

DEFINITIONS

1. General Support--Collecting level that would support only introductory courses and basic information needs. Includes only large scale thematic maps, general maps of foreign countries and general state maps.
2. In Depth--Selected thematic and topographic maps of states and areas of interest. Some detailed topographic maps of states in the region.
3. Extensive--Comprehensive treatment of areas of interest in the region Detailed thematic and topographic maps of each of the states in the region. Special subjects in support of the curriculum.
4. Exhaustive--All topographic and thematic maps available at all scales available.

**OFFICE MANUAL OF PROCEDURES FOR THE PROCESSING AND FILING OF MAPS**

## I. TYPES OF MAPS RECEIVED

The Government Publications Unit receives, under the Depository Library Program, maps issued by the U.S. Geological Survey, National Ocean Service, and the Defense Mapping Agency.

A. The categories of the map series which are available for selection from the USGS are:

1. GM--Geologic and Hydrologic Maps.
2. SP--Status and Progress of Operations
3. TQ--Topographic Quadrangles
4. TS--Topographic Specials
5. LM--Land Use, Land Cover and Associated Maps

B. A complete set of Defense Mapping Agency (DMA) maps and charts consists of 4700 pieces. A complete set equates to approximately 450 pieces per year. The categories of DMA maps are:

1. Aeronautical Products (Charts)
2. Nautical Products (Charts)
3. Topographic Products

## II. PROCESSING SHIPMENTS--GENERAL MARKING DIRECTIONS

Maps, which usually come in envelopes or tubes, will be checked in and processed by the Government Publications Clerk/Typist.

A. Separate the maps from the regular shipments and stamp the shipping list at the top of the list.

B. Unpack the maps from their envelopes or tubes and match each one with its title or classification number on the shipping list.

C. Using pencil, write the SuDoc # in the lower left hand corner of the map.

D. Stamp the map with the depósitory stamp on the verso, or beside the title, usually in the lower right hand corner.

E. Arrange the stamped, processed maps by SuDoc # for filing.

F. Relax the rolled and folded maps by weighing them on the corners for a few days.

G. Place the relaxed/processed maps in the map room for filing by student assistants.

H. On the shipping list place a check mark next to the item number of each document received and count the total number received on the shipping list and write that number at the top of the list.

I. Shipping lists are to be filed by shipping list number in the file cabinet in the map room. The current month's shipping lists will be kept in a separate folder until the statistics are done at the end of the month. After the statistics are compiled they will be interfiled with the other shipping lists. (See Appendix B for an example of a shipping list.)

## III. CHECK IN AND SHELF LIST PROCEDURES

The procedures in this section are also to be handled by the Clerk/Typist.

A. Checking the Shelf List and Creating New Cards

1. If a series card exists, check in the map on the series card.

2. If a new series card is needed, create one for the series selected. The card should include SuDoc #, issuing agency, and series title. (See typing procedures section of the Office Procedures Manual.)

3. If the map is cuttered, (letters and numbers after the colon in the classification number) type an individual shelf list card for it.

B. When the maps arrive, annotate the appropriate map index or catalog to indicate holdings. For maps too new to be found in the index or catalog, write in the map name and date. Place a check mark next to the appropriate name or series number of the map.

C. At this time, maps will not be placed in the public catalog.

D. Making Claims

1. Claims will be made every Friday afternoon.

2. Type the library name and address on the bottom of the shipping list.

3. Circle the item to be claimed and label it as "claimed."

4. Make a photocopy of the shipping list with claimed items.

5. Have the Government Publications librarian sign the claim and send it to the GPO.

6. Place the original shipping list in the "claims sent" file.

E. Receiving Claims

1. When claimed items are received pull the original shipping list from the "claims sent" file.

2. Add the claimed item to the total received on that shipping list and file with the other shipping lists for the current month.

3. The claimed item will be processed and checked-in in the usual manner.

4. "Exhausted claims" will be given to the Assistant Government Publications Librarian for ordering through the GPO Sales Program or other appropriate sources.

F. Routing

The only routing of maps will be nautical charts, which will be routed to the Pell Marine Science Library.

G. Check-in on the Automated System

Check-in of titles in a series must be done on the SC-10 system as well as the shelf list. The SC-10 Reference Manual located next to the IBM computer in the office is the procedure manual for this system.

## IV. CLASSIFICATION OF MAPS

Whenever possible the maps will be classified by the SuDoc number. Next in priority is by DMA or USGS map number. Next in priority after that is by geographic area, larger to smaller areas.

## V. BINDING

At this time there will be no binding of the maps selected for the map room.

## VI. CIRCULATION POLICY

At this time there will be no circulation of maps. There will be limited loans of the maps for photocopying purposes. Any loans will be by arrangement with the Government Publications Librarian.

## VII. PRESERVATION AND REPAIR

Except for minor repairs, maps will not be mended. Maps in bad repair will be replaced or sent to the Special Collections Unit if of historical value.

## VIII. STATISTICS

1. Statistics shall be compiled on the first of the month by counting the maps received on the shipping lists filed in the "current month's" folder. Included will be the number of maps added to the collection and the number withdrawn. (See the Appendix C for a sample form.)

2. Usage statistics will be kept for the months of November and April. (See Appendix D for sample form.) Map statistics will be included in the monthly statistics report for the Government Publications Office.

## IX. CHANGES AND REVISIONS

Any changes or revisions to the above procedures must be made with the consent of the Government Publications librarian.

## X. TYPING PROCEDURES

Every cartographic item that is added to the collection must be recorded in the shelflist, either by creating an individual card for the map or checking in the map on pre-printed shelflist cards.

A. General Guidelines for Spacing on a Shelflist Cards

1. Individual Card--Horizontal Spacing

| | |
|---|---|
| Call number | 2nd space from the left side |
| First Indention | 13th space from the left side |
| Second Indention | 16th space from the left side |
| Third Indention | 19th space from the left side |

2. Individual Card--Vertical Spacing

| | |
|---|---|
| Call number, Agency | 2nd line from the top |
| Sub Agency | 4th line from the top |
| Title | 2 lines below the author |
| Date (if appropriate) | 2 lines below the title |
| Notes | 4 lines below the title |

3. Series Cards--Horizontal Spacing

| | |
|---|---|
| Call number | 2nd space from the left side |
| title (in capitals) | 13th space from the left side |

4. Series Cards--Vertical Spacing

| | |
|---|---|
| Call number/Title | 2nd line from the top |

(See Appendix A for examples of typed cards.)

APPENDIX A

**Example of Typing and Spacing for Map Cards**

```
Call          Author / Agency.  If the name is too long,
Number            indent here for the second line.

Other           Title begins here; if too long for one
Numbers     line, begin second line here.
  or
 Info.        Date

              Notes, such as type of map, scale, # of
              sheets, size, tc.

              Other notes
```

**Example of an Individual Map Card**

```
Map
PrEx 3.       United States.  Central Intelligence
10/4:             Agency.
P 43/10
                The Persian Gulf

              1987

              Political map, one sheet,
                Scale 1:1,600,000.
```

APPENDIX A

**Example of a Series Card**

Map
I 19.81: 47095- United States. Geological Survey.
7.5 minute series (topographic), [Minnesota].

Polyconic projection, on sheets 69 x 56 cm., Scale 1:24,000.

**Example of a Series Holdings Card**

Map
I 19.81: 47095- United States. Geological Survey.
7.5 minute series (topographic), [Minnesota].

| | | |
|---|---|---|
| B4-TF-024/981 | Long Lost Lake | quadrangle |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

APPENDIX B

# AUTOMATIC SENDINGS

Product Distribution Policy Office
U.S. Geological Survey
508 National Center
Reston, VA 22092

Shipping List No. 90-1
Date: 1-10-90

Claims for Nonreceipt of USGS Maps:
If maps previously selected are missing, you have 60 days to mail a claim.
To file a claim for missing maps, circle the missing item numbers and send to the above address.

| Item No. | St. Seq. # | Map Title | Scale | Item No. | St. Seq. # | Map Title | Scale |
|---|---|---|---|---|---|---|---|
| 0619-M-12 | ID-1885 | SMITH MOUNTAIN | 024 | 0619-M-26 | MT-3273 | SUGARLOAF MOUNTAIN | 02 |
| " | 1692 | BAKER | " | " | 3030 | DEER LODGE | " |
| " | 1764 | GANT MOUNTAIN | " | " | 2948 | ANACONDA SOUTH | " |
| " | 1924 | WHITE GOAT MOUNTAIN | " | " | 2993 | BUTTE NORTH | " |
| " | 1773 | GOOSEBERRY CREEK | " | " | 3231 | RAMSAY | " |
| " | 1755 | ELLIS | " | " | 3208 | OROFINO MOUNTAIN | " |
| " | 1733 | COBALT | " | " | 3313 | WARM SPRINGS | " |
| " | 1709 | BLOWFLY CREEK | " | " | 3195 | NIRLING HILL | " |
| " | 1756 | ELMIRA | " | " | 2947 | ANACONDA NORTH | " |
| " | 1815 | MAY | " | " | 2958 | BAGGS CREEK | " |
| " | 1852 | PORCUPINE LAKE | " | " | 2994 | BUTTE SOUTH | " |
| " | 1753 | EAST OF SALMON | " | " | 3151 | LOCKHART MEADOWS | " |
| " | 1868 | SALMON | " | " | 3207 | OPPORTUNITY | " |
| " | 1867 | SAL MOUNTAIN | " | 0619-M-43 | TX-3183 | ROCKDALE WEST | 02 |
| " | 1726 | CHALLIS | " | " | 1090 | DIME BOX | " |
| " | 1930 | WYLIE KNOB | " | " | 1535 | GOODWILL | " |
| " | 1779 | GROUSE PEAK | " | " | 1001 | DANIELS | " |
| " | 1706 | BLACKBIRD CREEK | " | " | 763 | CHRIESMAN | " |
| " | 1710 | BOHANNON SPRING | " | " | 3987 | WARDA | " |
| 0619-M-26 | MT-3259 | SILVER STAR | 024 | " | 1690 | HEARNE NORTH | " |
| " | 3045 | DUNKLEBERG CREEK | " | " | 2636 | NAVASOTA | " |
| " | 2959 | BAILEY MOUNTAIN | " | " | 1873 | IOLA | " |
| " | 3171 | MEDICINE TREE HILL | " | " | 728 | CHAPPELL HILL | " |
| " | 3097 | GRIFFIN CREEK | " | " | 2205 | LINCOLN | " |
| " | 3086 | GOLDSTONE PASS | " | " | 2409 | MAYSFIELD | " |
| " | 3198 | NOBLE PEAK | " | " | 3182 | ROCKDALE EAST | " |
| " | 3167 | MANHEAD MOUNTAIN | " | " | 1691 | HEARNE SOUTH | " |
| " | 3159 | MAC DONALD PASS | " | " | 3722 | TANGLEWOOD | " |
| " | 3063 | ESMERALDA HILL | " | " | 1022 | DEANVILLE | " |
| " | 3058 | ELLISTON | " | 0619-M-50 | WY-1991 | HOMINY PEAK | 02 |
| " | 3096 | GREENHORN MOUNTAIN | " | | | | |
| " | 2995 | BUXTON | " | | | | |
| " | 3303 | TWIN BRIDGES | " | | | | |
| " | 3315 | WATERLOO | " | | | | |
| " | 3304 | TWIN BRIDGES SW | " | | | | |
| " | 3301 | TUCKER CREEK | " | | | | |
| " | 3188 | MOUNT HUMBUG | " | | | | |
| " | 3451 | OROFINO CREEK | " | | | | |

Date | Library

Library #

SL # | Street Address

Signature of Librarian | City, State, and Zip

Denver 289

# Cartographic Materials Statistics Form*

_____ 19 _____

| ITEMS ADDED (sheet count) | Depository | Purchased | Gift/Exchange | TOTAL |
|---|---|---|---|---|
| Maps | | | | |
| Aerial photos/ satellite imagery | | | | |
| Atlases | | | | |
| (other) | | | | |
| TOTAL | | | | |

| ITEMS USED | In-house | Circulated | Inter-library loan | TOTAL |
|---|---|---|---|---|
| Maps | | | | |
| Aerial photos/ satellite imagery | | | | |
| Atlases | | | | |
| (other) | | | | |
| TOTAL | | | | |

*approved by ALA Map & Geography Round Table

APPENDIX D

REFERENCE QUESTION ANALYSIS REPORT — URI Library - Reference Unit

DATE_____November / April

Location: Govt Pubs - Ref. Desk (Fac) - Ref. Desk (Assistant)

Please record each question with a tick mark in the appropriate block.

Directional: Where is Readers' Guide, pencil sharpener, PN683, Pell Library? Glass cases, CD-ROM discs issue.
Ready Reference/Specific Search: Answers the question from easily accessible source; usually factual in nature. Background information on alcoholism, gun control, etc.
Research: More time on a question, several sources, consult with others.
Instructional: How to use: an index/abstract, the serials list, CD-ROM. How to find a boo

| TIME | DIRECTIONAL | *Tel. | READY REF/SPEC SRCH | *Tel. | RESEARCH | *Tel. | INSTRUCTIONAL |
|---|---|---|---|---|---|---|---|
| 8-9 | | | | | | | |
| 9-10 | | | | | | | |
| 10-11 | | | | | | | |
| 11-12 | | | | | | | |
| 12-1 | | | | | | | |
| 1-2 | | | | | | | |
| 2-3 | | | | | | | |
| 3-4 | | | | | | | |
| 4-5 | | | | | | | |
| 5-6 | | | | | | | |
| 6-7 | | | | | | | |
| 7-8 | | | | | | | |
| 8-9 | | | | | | | |
| 9-10 | | | | | | | |
| Daily Total | | | | | | | |

11/85, Rev. 3/86, 8/89, 11/89

*Tel. = Telephone

## REFERENCE SOURCES


Bahn, Catherine. "Map Libraries - Space and Equipment." SLA Geography and Map Division Bulletin 46, 1961: 3-17.

Cobb, David A. "Map librarianship in the U.S.: an overview." Wilson Library Bulletin 60 (October 1985): 14-16.

Ellison, John W. "Maps: Storage and Care Self-Evaluation Form." Washington, DC: Office of Libraries and Learning Resources, 1979. Also in RIE ED 181 882.

Farrell, Barbara E. and Aileen Desbarates. Guide for a Small Map Library. Ottawa: Association of Canadian Map Libraries, 1981.

Fetros, John G. "For the Smaller Collection." SLA, Geography and Map Division Bulletin 92, 1973: 52-54.

Galneder, Mary. "Equipment for Map Libraries." Special Libraries (July-August 1970): 271-174.

Gerencher, Joseph J. "An Inexpensive Horizontal Map Storage Facility (movable shelves at Moravian College)." SLA Geography and Map Division Bulletin 141, (Sept. 1985): 2-6.

Hagen, Carlos B. "The Establishment of a University Map Library." Information Bulletin. Western Association of Map Libraries, 3, 1971:11.

Hill, J. Douglas. "Map and Atlas Cases." Library Trends 13 (April 1965): 481-487.

Larsgaard, Mary Lynette. Map Librarianship: An Introduction 2d ed., Littleton, Colorado: Libraries Unlimited, Inc., 1987.

-----. "Groundswells (matters in librarianship which are pervasive enough that everyone talks about them, but no one does anything." Information Bulletin, Western Association of Map Libraries 21, (November 1989): 48-49.

-----. Editor. "Map Librarianship and Map Collections." Library Trends, 29 (3), Winter, 1981.

Low, Jane Grant-Mackay. "The Acquisition of Maps and Charts Published by the United States Government." Master's Thesis, Texas Woman's University, May 1975. Also in RIE ED 101 723.

Mortenson, Susan Allred. "A Written Map Acquisition Policy: The Standardized Compared with Actual Map Library Practices." Resources in Education. Washington, DC: U.S. GPO, 1977. ED 174 235.

Nichols, Harold. Map Librarianship. 2d ed., Hamden, CT: Shoe String Press, 1982.

Post, J. B., Editor. "Map Librarianship." Drexel Library Quarterly 9 (4),October, 1973: 1-90. Also in RIE, ED 096 955.

Rauchie, N. M. and P. A. G. Alonso. "Map Staff Reference Functions and Map Library Systems Design." SLA, Geography and Map Division, Bulletin 97 (1974): 33-38.

Schorr, Alan Edward. "Written Map Acquisition Policies in Academic Libraries." SLA, Geography and Map Division Bulletin 98 (December, 1974): 28.

Seavey, Charles. "Collection Development for Government Map Collections." Government Publications Review, vol. 8A, 1981: 23-24.

Sutherland, Johnnie D. "Map Librarianship the Old Fashioned Way--Book Format." SLA, Geography and Map Division Bulletin 141 (September, 1985): 7-11.

Treude, Mai. "Location and Administration of a Map and Atlas Collection." SLA, Geography and Map Division Bulletin 89 (September 1972): 32-40.

Wilson, John S. and others. Government Documents Departmental Operations Guide. Waco, TX: Baylor University, 1989, 157p. Also in RIE, June 1990. ED 315 097.

6/91